

CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT)

Budget and Finance Committee Meeting

Tuesday, February 12, 2004

Stephen P. Clark Center

111 NW 1st Street, 10th Floor Conference Room

5:00 p.m.

Summary of Minutes

CITT MEMBERS PRESENT:

Rev. Theodore Wilde, Chairman
Marc Buoniconti
LtCol Antonio Colmenares
Franklin Kelly
Thamara Labrousse
Miles Moss

COUNTY ATTORNEY:

Bruce Libhaber

OTHERS PRESENT:

Hilda Fernandez, Executive Director, OCITT
Patty David, OCITT
Betty Alexander, DBD
David Tinder, PWD
Jack Furney, OCITT
Pepe Valdes, OCITT
Virginia Diaz, OCITT
Marlene Amaro, OCITT
David Fialkoff, MDT
Clinton Forbes, MDT
Michael De Cossio, MDT
Bonnie Todd, MDT
Diana Gonzalez, MDT
Mayra Bustamante, MDT
Daniel J. Alfonso, MDT
Marshall S. Nathanson, Citizen
Roger Fabelo, Citizen
Robin Lewis, Citizen

ROLL CALL

With a quorum being present, Mr. Wilde, Chairman of the Budget and Finance Committee, called the meeting to order at 5:10 p.m.

APPROVAL OF AGENDA

Mr. Wilde stated that Item 7A "Bus Service Improvement Process" will be deferred to the Executive Planning Committee, and Item 8G "PWD Resolution 62nd Avenue Project" will be taken out of order immediately following 7C. Mr. Wilde requested a motion to approve the revised agenda. Mr. Moss moved its approval; seconded by Mr. Kelly and carried without dissent.

APPROVAL OF MINUTES – JANUARY 14, 2004

Mr. Wilde revised a reference to Mr. Moss' motion on Page 4, paragraph 3. The revision now reads: Mr. Moss made a motion to encourage the continued reconsideration of the formula for distribution of available neighborhood improvement funds, placing emphasis on the needs determined by the Public Works Department (PWD) with subsequent discussions and consideration and of role of the newly established municipalities. Mr. Moss also noted a correction on Page 3; paragraph 3, "~~new release~~," should read "news release."

Mr. Wilde requested for a motion to approve the corrected minutes. Mr. Buoniconti moved their approval; seconded by Mr. Moss and carried without dissent.

CITIZEN'S COMMENTS

None

COMMITTEE MEMBER COMMENTS

None

OLD BUSINESS

(REPORT) FINANCIAL SERVICE PROVIDER – SCHEDULE

Mr. Wilde asked Ms. Fernandez to briefly update the committee on the schedule and reminded the members and staff that they are under the "Cone of Silence." Ms. Fernandez reported that on February 19, 2004, the Selection Committee would complete its review and submit a recommendation, assuming that a selection is made. At that time, the County Manager would issue its final report and the "Cone of Silence," would be lifted. The deadline to submit the item to the Board of County Commissioners' (BCC) Transportation Committee is February 20, 2004, for consideration at the March 11, 2004, meeting. A waiver needs to be requested for the item to be considered at the BCC meeting of March 16, 2004. If that occurs, the CITT could approve the item at its full CITT meeting on March 31, 2004. The contract could have an effective date of April 1, 2004. Mr. Moss asked what would happen if there is a bid protest. Mr. Libhaber responded that there is a bid protest procedure that usually takes a month for the bid protest committee to make a final decision.

PROPOSED RESPONSE ON PTP PRO FORMA AND RESOLUTION

Mr. Wilde reported that the Pro Forma for long-term financial projections was received in mid December, and although the CITT has made several comments, it has never issued a formal response. At the last full CITT meeting in January, a copy of Mr. Wilde's "*Summary of CITT Tasks in Response to the Pro Forma*" was distributed and accepted by the Trust as the Budget and Finance Committee's report. Ms. Fernandez distributed and discussed the six action items proposed by Mr. Wilde (a copy of the form was distributed). Mr. Moss added that the topic was discussed at length at the last Budget and Finance Committee meeting and felt that the CITT needed to take the lead in informing the public on the status of the PTP. Mr. Cosgrove shared Mr. Moss' suggestion of facilitating an evening, interactive, public workshop with either the full Trust members or Budget and Finance Committee members. Mr. Wilde suggested forwarding a resolution to the Executive Planning Committee and then to the full CITT for consideration on February 25, 2004. Mr. Buoniconti stated it would be premature to hold a workshop until the Financial Consultant is hired and is given the opportunity to review the Pro Forma. He further added that if the CITT is going to make a statement on the Pro Forma, then it should be accurate.

Mr. Buoniconti made a motion to approve the CITT's involvement in holding an interactive, public meeting upon the Financial Consultant's review of the Pro Forma. The motion was seconded by Mr. Moss and carried without dissent.

THE CITT MONTHLY REPORT

Ms. Fernandez discussed the CITT's January 2004 Report – "Preliminary and Cash Analysis for Fiscal Year 2003" (copy of the report was distributed). She stated that "the total cumulative surtax proceeds with interest were \$117,207,636, and that the total disbursements for municipalities were only \$21,054,168." Mr. Cosgrove asked that the reported numbers be added to the website www.trafficrelief.com.

Ms. Thamara Labrousse joined the meeting at 5:45 p.m.

PUBLIC WORKS 2-YEAR PLAN REPORT ON REVISIONS

Ms. Fernandez discussed and distributed a copy of the report that was just provided to her from the Public Works Department (PWD) regarding the FY 2003-04 Expenditures in the Traffic Signals and Signs Division. She stated that the CITT approved the PWD 2-Year Plan in December 2003, which contains an allocation for funds, referred to as "pay as you go" projects, for a total of \$2,075,000. The PWD is considering shifting the funds to prioritize the signs and installation work, which will allow them to purchase the additional vehicles to begin the work immediately. Mr. Buoniconti asked if the vehicles could be leased. Mr. Tinder said that as a temporary solution, the PWD would use General Services Administration (GSA) vehicles, which could be modified to perform the work. The additional new vehicles will represent an additional, non-recurring cost of \$350,000, which will cover equipment for the new in-house crew to install and repair the signs. Additionally, Mr. Tinder advised that he was told that this will be more efficient than outsourcing; furthermore, that the original \$75,000 listed in the 2-Year Plan will still be spent on vehicles and equipment. Mr. Wilde asked if the committee approved the funding for traffic signal repairs from the PTP surtax proceeds. Mr. Tinder responded that they

are all within the neighborhood improvements and the work is far beyond what the PWD can currently complete. Mr. Moss asked if the decision was made to replace all the street name signs or just those that are faded. Mr. Tinder stated that 15,000 signs needed to be replaced; the added crew will start with the street name signs and regulatory signs, as needed. The original crew will repair regulatory signs. Ms. Fernandez clarified that the sign and installation on Page 4 has been approved by the CITT as part of the PWD 2-Year Plan. That portion of the plan will not change, only how PWD intends to pay for it. Before the implementation of the original financial structure of \$1,020,000, the department discovered that it would need an additional \$350,000. LtCol Colmenares suggested looking at other alternatives for purchasing the vehicles. Mr. Buoniconti stated that the PTP does not reflect language for installation of signs and read from Ordinance 02-117 under "Exhibit 1". Mr. Tinder stated that in the Ordinance, under the Neighborhood Improvements for public works, the wording "not limited to," allows the PWD to perform the sign installation work. Mr. Cosgrove expressed his concern regarding the shifting of costs and questioned why the sign installation is not part of the overall maintenance of PWD. Mr. Tinder responded that the division has a limited budget and that the proposal was in support of the 2-Year Plan, which calls for the addition of an additional crew. Mr. Cosgrove questioned why the CITT should approve an item that is not a part of the PTP, simply because the County failed to fund those projects -even though it would benefit the general public. He asked the PWD to review other projects that would improve transportation or to provide a list of needed traffic signs post the passage of the sales tax in November 2002.

Mr. Wilde recommended that the item be returned to the Project Review Committee for further discussion. Mr. Buoniconti stated that he had the same concern with the MDT Metrorail Overhaul item. Ms. Labrousse added that similar items that were "assumed" to be part of the PTP will continue to be brought to the CITT and the role of the Trust is to make sure that the surtax proceeds are properly spent for the implementation of the PTP only.

Mr. Wilde requested for a motion to forward Item 7C back to the Project Review Committee for further discussion. Ms. Labrousse moved its approval; seconded by Mr. Buoniconti and carried without dissent.

ACTION ITEMS

8G RESOLUTION APPROVING THE PWD AMENDMENT TO THE FUNDING SOURCE FOR THE 62ND AVENUE PROJECT

Ms. Fernandez recommended approval of the resolution and stated that there was considerable discussion pertaining to the MOU with the City of Hialeah and the funding mechanism for the 62nd Avenue project. The project is listed in the Transportation Improvement Program (TIP) as a funded project by road impact fees. It was also listed as a PTP project. The PWD presented the concept of having the PTP advance pay for the project (\$5.5 million) over a two-year period to accelerate the project. With the expectation that the road impact fees program would reimburse the PTP annually for \$600,000 for the next nine years. In addition, the Budget and Finance Committee also recommended that interest should be applied to the repayment. The BCC raised

concerns regarding the need to repay the PTP for a project that was listed in the PTP. The PTP Ordinance, Exhibit 1, Section "Major Highway and Road Improvements", clearly states that the PTP is to supplement the project. In conclusion, the TIP would fund \$2.4 of the project and \$3.15 million from PTP surtax proceeds. The recommendation is to approve the new funding source formula for the NW 62nd Avenue project.

Mr. Cosgrove moved approval of the resolution; seconded by Mr. Kelly and carried without dissent.

8B/C RESOLUTION BY THE CITT APPROVING THE ACTION OF THE BCC OF AWARDED CONTRACT NO. TA02-MPR TO PROVIDE MARKETING AND PUBLIC RELATIONS SERVICES TO KELLY SWOFFORD, INC.; CARMEN MORRIS & ASSOCIATES, AND CREATIVE IDEAS ADVERTISING, INC. JOINT VENTURE

Ms. Fernandez recommended the items for approval. Both contracts have been approved by the BCC on December 16, 2003, for marketing and public relations services. Selection was made through a competitive bid process. As the marketing and public relations needs are identified, each provider will be asked to submit proposals and a Work Order will be issued to the firm offering the best proposal. These are two-year contracts with the option to renew for two additional years on a year-to-year basis, for a maximum total of 4 years. The ceiling cost is \$2 million over the 4-year contract, equally divided between the two contractors. These contracts will not only benefit the CITT/OCITT, but also the PWD when marketing and public services are needed. Both the Compliance and Oversight and Project Review Committees have reviewed the contracts and have given a favorable recommendation.

Mr. Cosgrove stated that MDT would be providing monthly reports to the OCITT staff to review and if there is any questionable expenditure, it will be brought to the CITT for discussion.

Mr. Wilde requested a motion to approve Item 8 B/C. Mr. Buoniconti moved approval; seconded by Mr. Kelly and carried without dissent.

8D RESOLUTION BY THE CITT APPROVING THE ACTION OF THE BCC AUTHORIZING EXECUTION OF AMENDMENT NO 1. TO CONTRACT TA99-SOS WITH THE WACKENHUT CORPORATION FOR PROVISION OF SECURITY OFFICER SERVICES; AND AUTHORIZING THE COUNTY MANAGER TO EXERCISE CANCELLATION PROVISIONS CONTAINED THEREIN

Ms. Fernandez recommended approving the action of the BCC authorizing the execution of Amendment No.1 to contract TA99-SOS with the Wackenhut Corporation for

provision of Security Services. Both the Compliance and Oversight and Project Review Committees have reviewed and recommended the approval of the contract. The contract is for a five-year period and will expire on November 2004. Due to "Sept 11," and the implementation of the PTP, security needs were increased. MDT has requested to raise the contract ceiling that was approved by the BCC in 1999, for \$14,800,000 to provide for the additional security services. To implement the PTP, the PTP was added as a source of funding to reimburse MDT for those PTP related costs for security services. MDT may not need to utilize the ceiling amount. Furthermore, OCITT staff asked MDT additional questions, which were provided to the members in the agenda package. (copies of the questions/answers were distributed). Clinton Forbes noted that the BCC made two corrections:

- 1) The ceiling amount was corrected to reflect \$57,800, which was not consistent with the resolution presented.
- 2) Language added to reflect the use of PTP funds.

Mr. Wilde requested motion to approve Item 8D. The motion was unanimously approved.

8 F RESOLUTION BY THE CITT APPROVING THE 5-YEAR BUS SERVICE IMPROVEMENT PLAN, AMENDING THE PTP PLAN ACCORDINGLY

Ms. Fernandez recommended approving the Bus Service Improvement Five- Year Action Plan. This PTP amendment, once approved by the CITT, will be forwarded to the BCC for its approval. After the passage of the sales tax on November 5, 2002, the County decided to accelerate the PTP bus service improvements and adopted a three-year implementation plan. The three-year implementation plan was brought before the CITT and approved on June 23, 2003. The BCC approved an amendment to the PTP on September 9, 2003, as part of the three-year bus service improvement schedule. In December 2003, it was determined by the County that the three-year implementation plan was negatively impacting the MDT budget and decided it was necessary to revert to the original Five-Year Plan. The Project Review Committee gave a favorable recommendation; however, the revised Five-Year Plan presented has been modified by MDT to include bus route 500, which is recommended for implementation to address the discontinuation of 24-hour Metrorail and Metromover services. OCITT staff has compared both the five-year and the three-year plans to verify consistency, with the exception of bus route 91, which will now be extended to alternate trips to Aventura Mall.

Mr. Wilde requested for a motion to approve Item 8F. The motion was unanimously approved.

8 F RESOLUTION BY THE CITT DISCONTINUING OVERNIGHT METRORAIL AND METROMOVER SERVICES, AND AMENDING THE PTP PLAN ACCORDINGLY

Ms. Fernandez recommended approval to amend the PTP to discontinue 24-hour Metrorail and Metromover service and substitute that service with a new Metrobus route 500. The total savings is \$1.7 million for the balance of the fiscal year; however, the cost for the new Metrobus route is \$175,000 for the remaining five months for the current fiscal year (\$350,000/year), resulting in a net saving of \$1.53 million. Additionally, when the Pro Forma was presented last December to the CITT, it did not include funding for the 24-hour Metrorail and Metromover services after this fiscal year. Mr. Bradley added that Metrorail and Metromover services will be extended for major special events, with the exception of New Year's Eve, which will operate 24-hours.

Mr. Wilde requested a motion to approve Item 8F. The motion was unanimously approved.

8G OCITT Departmental Budget and Resolution

Ms. Fernandez presented the following documents in detail for approval: (copy of the documents were distributed)

- 1) Department Business Plan
- 2) PTP Revenue Sources and Uses
- 3) OCITT Budget
- 4) Budget Line-item Justification
- 5) Budgeted Positions
- 6) Positions with Annual Salaries
- 7) County Entities Comparison
- 8) Resolution

Mr. Cosgrove stated that he was not comfortable having the OCITT/CITT and PWD using MDT's marketing and public services contracts, as it would limit MDT's own use for its needs. He suggested for staff to begin the process of writing an RFP for the CITT to have its own marketing and public relations contract. Mr. Furney further added that for the current fiscal year more than \$200,000 has already been spent. If the CITT makes use of that contract beyond what is anticipated, MDT may need to go back to the BCC for an amendment. Furthermore, the CITT has the discretion to select a firm of choice and such a selection may be something it wishes to pursue. Ms. Cosgrove complimented Mr. Wilde and the OCITT staff for their hard work in putting together the OCITT/CITT budgets. Ms. Fernandez stated that after the first year, certain adjustments may be necessary, based on actual experience. Ms. Fernandez stated that the only item for approval is the OCITT/CITT Department Budget.

Mr. Wilde requested a motion to approve Item 8G. Mr. Kelly moved its approval; Mr. Buoniconti seconded the motion with an amendment that the item be forwarded to the Executive Planning Committee for review, prior to it being forwarded to the full CITT for consideration. The motion amended was unanimously approved.

Mr. Buoniconti expressed his concern relating to the 11% (\$21,314 million) listed under "Supporting for Existing Services," in the distributed PTP Sales Tax Uses FY 2004-2005 pie charts. Ms. Fernandez stated that the recommendation made in the Pro Forma was to increase the maintenance of effort rate to 3.5 % a year, which would increase the maintenance of effort allocation by \$2.6 billion through 2033.

CITIZEN'S COMMENTS

None

ADJOURNMENT

The Budget and Finance Committee meeting adjourned at 7:50 p.m.

*****MINUTES ARE IN SUMMARY FORM******

**FOR VERBATIM TRANSCRIPTIONS OF THIS MEETING PLEASE REQUEST
COPIES OF THE TAPE FROM THE MIAMI-DADE OCITT OFFICE (305) 375-3481.**